

NATCHEZ CONVENTION PROMOTION COMMISSION

Special Call

Monday, September 28, 2020 3:05 pm

Commissioners Present: Katie McCabe, Lance Harris, Helen Moss Smith, & Barbara Bruce
Commissioners Absent: Dana Wilson
Staff: Jennifer Combs, Lynsey Smith, Stratton Hall, Katie Ernst, & Darrell White
Guests: None

CALL TO ORDER & WELCOME

- Lance Harris called the meeting to order and welcomed everyone.

APPROVE MINUTES

Lance Harris motioned, seconded by Helen Smith, to approve the minutes from September 16, 2020.

The motion carried unanimously.

FINANCIALS

- Jennifer Combs & Katie McCabe presented the amended Fiscal Year 2020 budget for approval including various areas of adjustments.

Helen Smith motioned, seconded by Barbara Bruce, to accept, approve, and adopt the Fiscal Year 2020 budget amendments of the Natchez Convention Promotion Commission.

The motion carried unanimously.

NEW BUSINESS

- Lance Harris presented a funding request from Natchez Inc. for a relocation package called Shift South with discussion occurring regarding the program and the various expenses of the requests.

Lance Harris motioned, seconded by Katie McCabe, to approve the Tourism Economic Recovery Stimulus Funding Request from Natchez Inc. in the amount of \$12,500 for marketing of the Shift South relocation package for the City of Natchez.

The motion carried unanimously.

Katie McCabe motioned, seconded by Barbara Bruce, to accept and approve the bid to purchase new computer equipment from Dell in the amount of approximately \$10,359.

The motion carried unanimously.

Katie McCabe motioned, seconded by Barbara Bruce, to empower Lynsey Smith to purchase any remaining items needed for computer equipment up to \$1,000.

The motion carried unanimously.

EXECUTIVE SESSION

Lance Harris motioned, seconded by Katie McCabe, to go into closed determination for executive session at 3:45 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Helen Smith, to go into executive session to discuss personnel and contracts, at 3:47 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to return to regular session at 4:08 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to rescind the action taken by the Natchez Convention Promotion Commission on February 9, 2017 at a special call meeting that created the action to empower the director of the NCPC to spend funds for marketing or advertising as they deem appropriate from the \$2 Heads on Beds discretionary fund as they see necessary not to exceed \$3,500 per occurrence and not to collectively exceed the total funds of the discretionary account.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to empower and enable the interim director, Lynsey Smith, of the Natchez Convention Promotion Commission to expend up to \$10,000 from either the operating account or the marketing account so long as the expenditure is on the budget approved by the Natchez Convention Promotion Commission while she is serving as the interim director.

The motion carried unanimously.

- **Lance Harris presented for the record a copy of the job description and announcement of hiring for Executive Director of the Natchez Convention Promotion Commission.**

Lance Harris motioned, seconded by Helen Smith, to empower and enable the NCPC to begin the search for executive director effective immediately utilizing the job description as presented for the record today with one amendment of changing the email address to one that Lance Harris will establish for the purpose of receiving applications.

The motion carried unanimously.

NEXT MEETING

- Wednesday, October 21, 2020

ADJOURN

Lance Harris motioned, seconded by Katie McCabe, to adjourn at 4:14 pm.

The motion carried unanimously.

Attachments: Agenda

- Agenda
- Meeting Notice
- Job description and announcement for Executive Director of the NCPC

Lance Harris, Chairman

ATTEST:

Katie Johnson McCabe, Secretary / Treasurer